

Centers for Disease Control and Prevention  
Centers for Public Health Preparedness (CPHP) Program

**2004-2005 CPHP Exemplar Group Charter**  
*Preparedness and Crisis Leadership Education*

**PURPOSE**

The purpose of the Centers for Public Health Preparedness (CPHP) Preparedness and Crisis Leadership Education Exemplar Group is to produce a toolkit, which describes the existing CPHP network activities and resources related to crisis leadership workforce development programs and products and address crisis leadership competencies for emergency preparedness responders and receivers. The toolkit will be a national resource that will assist national, state and local partners in successfully navigating CPHP network products and courses to determine which options best meet their needs, and it address the unique crisis leadership challenges facing public health and homeland security leadership in the aftermath of September 11<sup>th</sup>.

**MEMBERSHIP**

*General Membership*

The membership of the Preparedness and Crisis Leadership Education Exemplar Group is comprised of subject matter experts and other designated representatives the CPHP network, CDC and ASPH. These members are responsible for disseminating information from workgroup session to others within their Centers.

Mimi Joy	Emory University
Laura Lloyd	Emory University
Howard Koh	Harvard University
Leonard Marcus	Harvard University
Barry Dorn	Harvard University
Sondra Zabar	New York University
Melissa Sever	Ohio State University
Michael Thomas	St. Louis University
Kate Wright	St. Louis University
Ann Anderson	Tulane University
Becky Hall	Tulane University
Chris Atchison	University of Iowa
Donna Dinkin	University of North Carolina
Gerald Barron	University of Pittsburgh
David Piposzar	University of Pittsburgh
Danielle Landis	University of South Florida
Leila Martini	University of South Florida
Michael Reid	University of South Florida
Mary Des Vignes-Kendrick	University of Texas at Houston
Robert Emery	University of Texas at Houston
Scott Lillibridge	University of Texas at Houston
Michael Proctor	University of Texas at Houston
Steven Guillot	Vanderbilt University

Dennis Jarvis	CDC Subject Matter Liaison
Lynn Steele	CDC Subject Matter Liaison
Beth Rada	ASPH Program Coordinator

### ***Group Organization and Leadership***

As determined by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

- Leonard Marcus      Harvard University
- Kate Wright      St. Louis University
- Ann Anderson      Tulane University
- Chris Atchison      University of Iowa
- Donna Dinkin      University of North Carolina
- Leila Martini      University of South Florida
- Michael Reid      University of South Florida
- Scott Lillibridge      University of Texas at Houston

The exemplar group leadership members will be responsible for finalizing the group's charter, and other core activities necessary to keep the group on task and deadline. The leadership will act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

## **STANDARD OPERATING PROCEDURES**

### ***Communications***

- Meetings/conference calls will be biweekly, every other Thursday from 12:00PM – 1:00 PM EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The conference call schedule is as follows:
  - March 9
  - March 10
  - March 17 (Group leader's call)
  - March 24
  - April 7
  - April 21
  - May 5
  - May 19
  - June 2
  - June 16
  - June 30
  - July 7

**The exemplar group members will meet in person April 26, 2005 in St. Louis, MO.**

- The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.

ASPH will support Intranet and workgroup functions to facilitate the sharing of written communication among group members. Group members will be responsible for posting materials to the exemplar group site at [www.asph.org/acphp/only.cfm](http://www.asph.org/acphp/only.cfm).

### ***Agenda and Meeting Objectives***

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

### ***Voting***

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. The ASPH program coordinator will facilitate voting.

## **KEY ACTIVITIES**

### ***Assessing Network Resources***

- Define and distinguish “Crisis Leadership” and “Crisis Management”.
- Collect materials and methods from CPHPs (curriculum, competency sets, methodologies) that meets the competency requirements established by the group.
- Create a toolkit that includes an integrated working set of competencies and curriculum areas, highlighting content and gaps related to working competency sets.

### ***Timeline***

<b>Exemplar Group Activity</b>	<b>Planned Due Date</b>
Finalize Charter/Workplan	March 24, 2005
Define and distinguish “Crisis Leadership” and “Crisis Management”. A subgroup will work on this definition, and it will be included in the toolkit.	March 24
Based on the established definition of crisis leadership, identify and collect materials and methods from CPHPs (curriculum, competency sets, methodologies) that meets the competency requirements established by the group.	By April 18
Another working group will define data points/set of criteria that will augment the information already collected on the resources.	By April 26
Collect all the necessary resources for review	By April 18
In-person meeting: St. Louis, MO Review and assess materials	April 26
Analyze the resources that will be included in the toolkit/ develop matrix	May 5

Toolkit Outline	May 19
Compile comments and review 1 <sup>st</sup> draft of toolkit	July 7
Create an integrated master set of competencies and curriculum areas.	July 7
Finalize toolkit	August 31

**Preparedness and Crisis Leadership Education****CDC Liaisons: Susan Webb, OWCD; +Others, OWCD****Lynn Steele, [ivs6@cdc.gov](mailto:ivs6@cdc.gov) and Dennis Jarvis [dfj1@cdc.gov](mailto:dfj1@cdc.gov)**

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